

**NEW JERSEY MODEL AGREEMENT**  
**FOR SCHOOL-SPONSORED, UNPAID STRUCTURED LEARNING EXPERIENCE**

*(N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2 Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards, 6A:19-6:4 Structured Learning Experiences)*

**PART I: STUDENT INFORMATION**

Student#: \_\_\_\_\_ Student's Career Cluster: \_\_\_\_\_

Student Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Business/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Employer ID #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Site Mentor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ Approx. Hours per Week: \_\_\_\_\_ End Date: \_\_\_\_\_ Credits, if any: \_\_\_\_\_

**EMERGENCY CONTACT INFO: Name:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_

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**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the **school district** agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (6A:19-6.4(a)).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute (6A:19-6.4(b)).
- (3) The student will be placed in training sites deemed non-hazardous, (6A:19-6.4(c)).
- (4) The students will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (6A:19-6.4(c)1).
- (5) It is the district's responsibility to maintain the student's records reflecting the unpaid structured learning experience, (6A:19-6.4(d)).

As per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that an unpaid structured learning experience at a work site must include *all* of the following elements to be consistent with a "learning experience." We agree to ensure that the unpaid, external structured learning experience meets the following regulations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal learning plan for the student learner;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the non-paid activities;
- (4) Any productive work is incidental to achieving learning objectives;
- (5) The student learner receives credit for time spent at the worksite and the student is expected to achieve the learning objectives;

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- (6) The student learner is supervised by a school official and a workplace mentor;
- (7) The non-paid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; and,
- (8) The student learner does not replace an employee.

In compliance with the **NJ Department of Labor Child Labor Laws**, the **school district and business/agency** will ensure that the student and parent or guardian understand that the student is not entitled to wages or other compensation for the time spent in the structured learning experience, although the student may be paid a stipend for expenses such as books or tools.

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Federal ID# \_\_\_\_\_ Name of Business/Agency \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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**INSURANCE STATEMENT:** The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid structured learning experience. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this unpaid structured learning experience.

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**PART 3: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the unpaid structured learning experience listed below:

- (1) I will maintain regular attendance both in school and on the unpaid structured learning experience, complete and file assessment reports, and notify the school and workplace mentor if I am unable to report to the unpaid structured learning experience site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
- (3) I will talk to the appropriate school personnel or workplace mentor about any difficulties arising during the unpaid structured learning experience.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the district staff person with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in my student learning plan.

I understand that this structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the **NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program**.

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the unpaid structured learning experience:

- (1) I will encourage my child or ward to effectively carry out the unpaid structured learning experience assignments and responsibilities as outlined in the student learning plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the supervising teacher.

I understand that this unpaid structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the ***NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

I hereby give my consent for \_\_\_\_\_ to participate in unpaid structured learning experience activities during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 5: COMPLETION OF UNPAID STRUCTURED LEARNING EXPERIENCE**

*Upon completion of the unpaid structured learning experience, I certify that the student has received training in the areas indicated on the attached training plan document:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District SLE Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Credit Awarded (if applicable): \_\_\_\_\_

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***ATTACH A COPY OF THE STUDENT LEARNING PLAN TO DOCUMENT BEFORE SIGNATURES ARE GATHERED.***